

*BEST COPY
AVAILABLE*

COPY

CONFIDENTIAL

15 June 1954

MEMORANDUM TO: Chief, Placement & Utilization Division

ATTENTION :

25X1A9a

SUBJECT : [REDACTED] - Work Performance and Potential

1. The following information concerns the performance and potential of the Subject as provided by members of EE Division who are familiar with this subject.

A. Subject is an extremely willing and cooperative employee possessing an affable nature. Although Subject cannot be characterized as aggressive, he does apply himself when given a task and works at it conscientiously until it is completed.

B. Subject should be considered as a Junior Reports Officer and as such should be given fairly close supervision. Provided that the material is not highly technical or complex it is unanimously felt that Subject will do a good job. It should be pointed out, that through his experience in Headquarters and in the field, he is well versed in the skills of reports work.

C. Subject had been recommended for a promotion in July 1953. This promotion was not approved by the EE Promotion Board because there had been some criticism of the Subject's work. It was later established that the criticism was, for the most part, not the fault of the Subject but rather the material with which the Subject worked. The objection to the promotion recommendation was withdrawn in January 1954 because the Subject's work had improved materially. The promotion action, however, was not processed because it was felt that due to Subject's scheduled return to Headquarters, he would be more easily placed at the GS-7 level than the GS-9 level.

2. To sum briefly, it is the opinion of persons who are familiar with Subject's work that given proper supervision, Subject can apply his knowledge of the skills of reports work and can serve well as a Junior Reports Officer.

/s/ [REDACTED]

25X1A9a

EE/ [REDACTED]

25X1A

CONFIDENTIAL

COPY